**培训记录**

文档编号：

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| **项目名称** |  | | **培训主题** |  | |
| **培训讲师** |  | | **培训对象** |  | |
| **培训地点** |  | | **培训时间** | 年 月 日至 月 日 | |
| **培训内容** | | | | | |
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| **人员签到（如参与人员较多可另附签到表）** | | | | | |
| **姓名** | | **部门** | | | **联系电话** |
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| **建设单位确认** | | | | | |
| 建设单位代表（签字）：  日期： | | | | | |